

	A	B	C	D	E	F	G
1	Date	Sales Value	Category	Region	Employee		
2	19/01/08	\$2,032	Golf	West	Brigitte		
3	29/01/08	\$3,491	Golf	South	Brigitte		
4	20/02/08	\$1,660	Golf	South	Brigitte		
5	27/02/08	\$1,146	Golf	West	Brigitte		
6	27/02/08	\$1,790	Golf	East	Brigitte		
7	18/03/08	\$3,814	Golf	North	Brigitte		
8	04/04/08	\$4,045	Golf	West	Brigitte		
9	18/04/08	\$3,060	Golf	West	Brigitte		
10	29/04/08	\$1,316	Golf	West	Brigitte		
11	06/05/08	\$575	Golf	West	Brigitte		
12	02/06/08	\$2,213	Golf	East	Brigitte		
13	03/06/08	\$1,819	Golf	East	Brigitte		
14	25/01/08	\$3,116	Sailing	West	Brigitte		
15	27/01/08	\$2,095	Sailing	North	Brigitte		
16	28/01/08	\$155	Sailing	West	Brigitte		
17	27/02/08	\$4,433	Sailing	West	Brigitte		
18	02/04/08	\$1,355	Sailing	North	Brigitte		
19	25/04/08	\$2,564	Sailing	North	Brigitte		
20	12/05/08	\$3,887	Sailing	South	Brigitte		
21	15/05/08	\$520	Sailing	North	Brigitte		
22	04/06/08	\$2,135	Sailing	East	Brigitte		
23	20/06/08	\$3,617	Sailing	North	Brigitte		
24	28/06/08	\$545	Sailing	South	Brigitte		
25	03/01/08	\$4,872	Tennis	East	Brigitte		
26	02/02/08	\$1,218	Tennis	West	Brigitte		
27	11/02/08	\$2,565	Tennis	West	Brigitte		
28	28/02/08	\$3,145	Tennis	West	Brigitte		
29	03/03/08	\$3,985	Tennis	North	Brigitte		
30	07/06/08	\$760	Tennis	West	Brigitte		
31	08/06/08	\$1,167	Tennis	West	Brigitte		
32	07/01/08	\$3,739	Golf	South	Fritz		

Figure 200: Page break preview

## Named print ranges

In addition to defining a print range for each print job, you can also define a range of cells to be used repeatedly, without having to select a range of cells every time. This is useful if different areas of a large spreadsheet have to be printed for different reports; several named print ranges can be defined to meet this need.

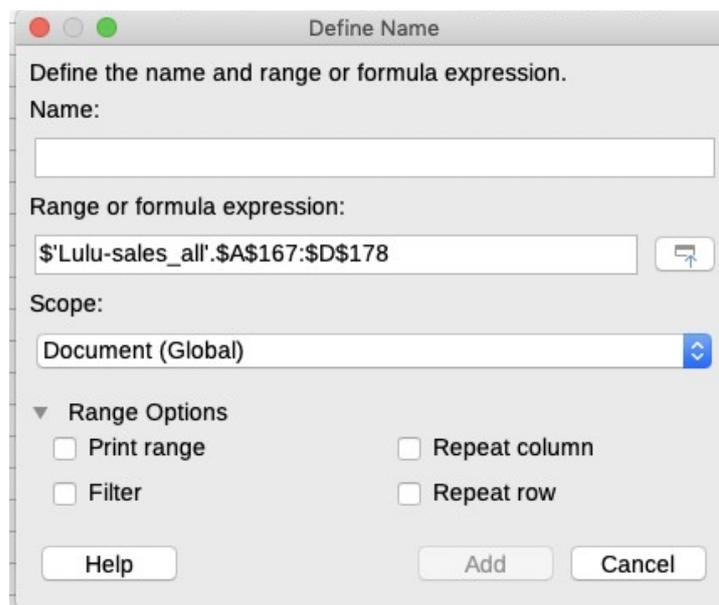


Figure 201: Define Name dialog

## Defining and naming

- 1) Select the cells you want to define and name as a print range, then go to **Sheet > Named Ranges and Expressions > Define** on the Menu bar to open the Define Name dialog (Figure 201). The selected cells are displayed in the *Range or formula expression* box. Alternatively, open the Define Name dialog, then select the cells you want to define and name. The selected cells are then displayed in the *Range or formula expression* box.
- 2) Type a name for the range in the *Name* box. Use only letters, numbers, and underscores in the name; no spaces, hyphens, or other characters are allowed.